

28 December 1977

MEMORANDUM FOR: *OD NFAC, NIO, ATR*

FROM :
Chief, Administrative Staff
National Foreign Assessment Center

SUBJECT : Secretarial/Clerical Management
Advisory Group

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1. The Director has authorized the establishment of an Agency Secretarial/Clerical Management Advisory Group. The Group will identify and address issues relevant to secretarial/clerical employees and comment on those already identified by management.

2. NFAC, DDO, DDA, and DDS&T have been asked to nominate three representatives each for the new MAG group, two for one-year tours and one for a nine-month tour. In addition, the Group will consist of two members from the DCI area and one from the IC Staff, all three serving one-year tours.

3. Nominees should be in the GS-06 to GS-09 range (with exceptions possible for higher graded senior secretaries), have at least two years of Agency experience, have a genuine interest in issues affecting secretarial and other clerical employees, and be capable of making a substantial contribution to the Group. Nominees should be able to attend monthly meetings and be willing to devote some personal time to the Group's endeavors. The various grade levels and diverse secretarial/clerical elements in each component (secretary-stenos, senior secretaries, clerks, clerk-typists, intelligence assistants, etc.) will be selected to participate on the Group.

4. If you have someone you wish to nominate, please submit two copies each of a nominating statement and updated bio profile along with the official personnel folder to NFAC Administrative Staff by COB 9 January 1978.



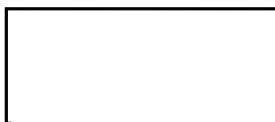
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OFFICE OF THE DIRECTOR
NATIONAL FOREIGN ASSESSMENT CENTER

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NOTE FOR: NIO Secretary/CF
NIO Secretary/SP
NIO Secretary/P-E
NIO Secretary/NP
NIO Secretary/SS
NIO Secretary/USSR-EE
NIO Secretary/WE
NIO Secretary NESA
NIO Secretary/Africa
NIO Secretary/EA
NIO Secretary/China
NIO Secretary/LA

If you are interested in serving on
the Secretarial/Clerical Management Advisory
Group, please let me know by COB, 3 January.



Attachment

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